



HSS REGISTERD OCTOBER 2017

Program Coordinator

Health Salaried Officers Agreement: Level G-6

Position Number: 105161

Clinical Services

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Director Clinical Services
MP Year 1-9
Position Number: 104971



Operations Manager
HSO G-10
Position Number: 602497



This Position



Directly reporting to this position:

Title

Classification

FTE

Also reporting to this supervisor:



Key Responsibilities

Working under the supervision of Director of Clinical Services, this role provides support to the Executive, including coordination of working parties, relevant submissions, evaluation and monitoring of programs. Working collaboratively with other members of the Executive, fosters a learning environment through which the vision and strategic objectives of the office of the Director of Clinical Service, Safety and Organisational Learning Directorate and Royal Perth Bentley Group are met.

Brief Summary of Duties

1. Program Coordination and Development

- 1.1. Plans implements and evaluates programs to enhance the program of work relevant to the office of the Director of Clinical Services.
- 1.2. Develops appropriate partnerships to ensure collaborative working across RPBG Executive and other key stakeholders.
- 1.3. Provides input and support to programs and projects within Clinical Services and the RPBG Safety and Organisational Learning Directorate (SOLD) including preparation of business cases and briefing notes.
- 1.4. Provides advice, support and assistance on change management processes, including design and consultation, through to implementation and review.
- 1.5. Participates in the formation, development, implementation and education of relevant policies, procedure and practices.
- 1.6. Develops and maintains an awareness of current and emerging issues related to the medical workforce.
- 1.7. Undertakes other specific priority work as directed.

2. Liaison & Promotion

- 2.1. Represents Clinical Services and SOLD at forums regarding medical, safety and quality and educational issues.
- 2.2. Liaises with medical illustration, public relations department, EMHS, as required.

3. Planning & Evaluation

- 3.1 Provides support and advice on the monitoring and evaluation of projects and programs undertaken by the SOLD.
- 3.2 Supports the preparation and formatting of project reports as required.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated ability in research analysis, planning, implementing and evaluating projects.
2. Demonstrated high level communication skills including report writing, interpersonal and negotiation skills.
3. Demonstrated ability to work to agreed timeframes and within a team environment.
4. Experience in change management.

Desirable Selection Criteria

1. Higher education Bachelor's Degree in health.
2. Demonstrated computer literacy skills.
3. Knowledge of safety and quality issues at the National and State health levels.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

L Bennett	HE100914	08/09/2017
Manager / Supervisor	Signature or HE Number	Date

Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	October 2017
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